



LOWELL SCHOOL COMMITTEE
Henry J. Mroz Administration Office
155 Merrimack Street
Lowell, Massachusetts 01852

Sokhary Chau
Mayor and Chairperson

Jackie Doherty
Vice-Chairperson

Susie Chhoun
Eileen Delrossi
Dominik Lay
Connie A. Martin
Stacey Thompson

Human Resources & Labor Relations
Subcommittee Meeting

Thursday, April 7, 2022
City Hall – Council Chambers
5:30 p.m.

Tel: (978) 674-4324

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Subcommittee Members Present:	Chairperson Ms. Martin, Ms. Delrossi (left the meeting at 6:10 p.m.) and Mr. Lay
School Committee Members Present:	Mayor Chau, Ms. Doherty, Ms. Thompson
School Department Personnel Present:	Dr. Boyd, Superintendent of Schools Dr. Hall, Chief Operating Officer

Chairperson Martin called the meeting to order at 5:39 p.m. and all Subcommittee members were present. The following agenda item was discussed:

1. Review of Superintendent Evaluation Process by Massachusetts Association of School Committees (MASC)

Chairperson Martin introduced Mr. Koocher, Executive Director of Massachusetts Association of School Committees (MASC) and asked him to go over the process for the Superintendent's evaluation. Mr. Koocher shared the following checklist:

- Set Your District Goals (It will be the basis of the Superintendent's goals)
- Set Superintendent Goals
- Set Superintendent Student Achievement Goals, District Improvement Goals, and Professional/Personal Goals (Anything the Superintendent believes will make him a better Superintendent)

Mr. Koocher stated he assumes that the Superintendent has established goals and Ms. Martin confirmed that. He stated that usually a point person is in put in place to lead the evaluation. He stated that the evaluation aggregator must be identified and they will be in charge to coordinate the process and gather data. Mr. Koocher provided a matrix that he stated is very helpful. He provided four (4) categories for the Committee and they are as follows:

1. Superintendent's Performance Rating for Standard I: Instructional Leadership
2. Superintendent's Performance Rating for Standard IV: Professional Culture
3. Superintendent's Performance Rating for Standard II: Management and Operations
4. Superintendent's Performance Rating for Standard III: Family and Community Engagement

He stated that there are forty-five (45) topics available to choose from, but he recommended not choosing more than five (5) or six (6). He stated that the aggregator must weigh the criteria and must know how to deal with the outlier comments and what possible special circumstances need to be considered during the evaluation time. He stated that the Superintendent is responsible for providing evidence as well as self-evaluation. He stated that Committee members must complete their evaluations and provide them to the aggregator during the specified time frame. The aggregator can meet with the Superintendent if they wish. He stated that this process allows the Committee to use their professional and personal judgement in doing the evaluation and that the state gives members the discretion. He stated that the Superintendent is evaluated for each of the criteria and on each of his professional and personal goals. The Committee then rates him on his criteria and fulfillment of his positions and all the grades are fed to the aggregator. He stated that after all steps are followed the aggregator then develops a grade and presents the evaluation to the Committee for final approval.

Ms. Delrossi asked who the aggregator is.

Mr. Koocher stated that the chair is or it could be your board secretary. He stated the Committee picks.

Ms. Martin stated that as the Chairperson of the Human Resources and Labor Resources Subcommittee she believes she is the aggregator and asked if it was better to have a special meeting of the whole Committee to do this.

Mr. Koocher stated that the body of the whole works and that it can't be in Executive Session due to the fact that you can't discuss professional competence in Executive Session. He stated that the aggregator has a unique responsibility.

Ms. Martin asked the Superintendent when he would be able to share the information.

Superintendent Boyd stated he would provide it in May.

Ms. Martin stated that they should receive the Superintendent's materials in early May and then a meeting would need to be scheduled the last week of May.

Ms. Doherty stated that we need to establish the timeline and that she wants more time than a weekend that was provided last year. She stated that maybe we could have it on the April

agenda. She then asked when you write exemplary or needs improvement on the evaluation do you need to write a comment.

Mr. Koocher stated that if it's a bad evaluation you can present a needs improvement plan. He stated that the Superintendent is entitled to rebut. Mr. Koocher stated that you have time and that some evaluation cycles are done later in the year.

Ms. Thompson asked what the negatives would be of a different time table.

Ms. Martin stated that this is bound by a contract and that the Superintendent would have to be amendable.

Mr. Lay made a motion to adjourn at 6:27 p.m.; seconded by Ms. Thompson. 2 yeas, 1 absent (Ms. Delrossi) APPROVED

Respectfully submitted,

Dr. Hall, Chief Operating Officer for Dr.
Joel Boyd, Superintendent and
Secretary, Lowell School Committee

JPH/mes